



# GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

October 15, 2024

8:15 AM

## MINUTES

### CALL TO ORDER

Board chair, Jay Bostwick, called the meeting to order at 8:15 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jacob Taylor	Melissa Silta (Excused)
Jay Bostwick	Nathan Neumeier (Excused)
Jason Lippens	
Kyle Closs (Departed at 9:25 AM)	
Robert LeDuc	

**Staff Present:** Eric Buckman & Patricia West

### PUBLIC COMMENT

*None.*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - September 17, 2024

Motion made by Closs, Seconded by Taylor to approve the Regular Meeting Minutes from September 17, 2024.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, LeDuc

***MOTION CARRIED.***

### FINANCIALS

#### 3. August Revenue & Expenditure Report

DDA Director, Patricia West, provided an overview of the August financials.

### CONFLICTS OF INTEREST

*None.*

### ADDITIONS TO THE AGENDA

*None.*

### UNFINISHED BUSINESS

*None.*

### NEW BUSINESS

#### 4. Downtown Social District

DDA Director, Patricia West, provided an update on the growing community interest in establishing a social district in the downtown area. She explained that moving forward

with this initiative will require obtaining a permit from the State of Michigan, and the process must go through the City Commission, which will include holding a public hearing. West noted that several details still need to be finalized and requested the board's support to continue exploring this initiative and determining the next steps.

Motion made by LeDuc, Seconded by Closs to support the DDA's pursuit of a social district.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, LeDuc

***MOTION CARRIED.***

**5. End of Year Meeting Schedule**

The board discussed availability for the final meetings of the 2024 calendar year. Consensus agreed to keep the existing meeting schedule.

**6. Grant Opportunity | DTE Energy Foundation Tree Planting**

Motion made by Closs, Seconded by LeDuc to support the Gladstone DDA's application for \$4000 to pursue the planting of a total of 12 trees (four per intersection) at the intersections of Delta & 8th, Delta & 10th St, and Delta & 11th St, with the DDA committing \$8,000 towards the project in the 2025-2026 fiscal year if the grant is awarded.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, LeDuc

***MOTION CARRIED.***

**7. Holiday Home Decorating Competition**

Jay Bostwick volunteered to join the judges' panel for the 2024 Holiday Home Decorating Competition sponsored by WPPI Energy. The board was unanimously supportive.

**8. Old-Fashioned Christmas Volunteers**

DDA Director, Patricia West, requested volunteer availability for the event on November 29th.

- Robert LeDuc committed to providing porta-johns, firewood, and volunteering to load trailers.
- Jason Lippens volunteered his time for the event.
- Jay Bostwick will participate through Domino's.
- Other board members present have scheduling conflicts and will not be available to attend.

**CITY COMMENTS & REPORTS**

**9. 2024 Annual Report on Status of Tax Increment Financing Plan**

The 2024 Annual Report on Status of Tax Increment Financing Plan was submitted by the City Treasurer and is available on our website.

**10. Downtown Day**

DDA Director, Patricia West, provided an overview of the 2024 inaugural Downtown Day celebration. The event was very successful and the DDA has received a lot of positive feedback from the businesses and community.

**11. Everything you Need to Know about Special Assessments**

City Manager, Eric Buckman, presented the board information on Special Assessments, referencing the slideshow he provided to the City Commission on September 23, 2024.

**12. Placer.ai Information**

DDA Director, Patricia West, provided an update to the board regarding a sales call she attended for Placer.ai, a software that analyzes cell phone data to gather insights on

foot traffic, demographics, sales, and other metrics within specific locations. She highlighted the various potential use cases for this software that could be valuable to the board. The intent of sharing this information was to make the board aware of the software's existence for any future research opportunities that may arise.

### **13. Revitalization & Placemaking (RAP) Program**

DDA Director, Patricia West, notified the board of upcoming grant opportunities through MEDC for Revitalization and Placemaking (RAP Fund). This includes Real Estate Rehabilitation and Development, Public Place-Based Infrastructure, and Facade Subgrants. West intends to prioritize projects on the TIF plan, consult with city staff, see how many facade grant applications we receive, and wait for the outcome of the Community Foundation grant application before submitting a recommendation to the board on applying for these funds.

### **14. Overview of Upcoming Projects**

- **MEDC Visit:** MEDC Community Development Manager, Raymond Govus, will be making a visit to Gladstone on December 13th. Patricia West will keep the board informed of the schedule for the day.
- **Farmers Market Wrap-Up:** Bands, customers, and vendors have all been encouraged to provide feedback on their experience. Once that feedback has been consolidated, Patricia West will coordinate a meeting with Parks & Recreation to do an end of season debrief and discuss funding commitments for next year.
- **Facade Grant Applications:** Two applications have been submitted for the facade grant, and we are expecting at least one more submission before the deadline on October 31st.
- **Informational Meetings:** The DDA is required to complete two informational meetings by the end of the calendar year. West plans to present the first to the DDA during their December meeting, and the second to the City Commission in December as well.

### **BOARD COMMENTS & REPORTS**

*None.*

### **PUBLIC COMMENT**

*None.*

### **ADJOURNMENT**

Motion made by LeDuc, Seconded by Becker to adjourn at 9:35 AM ET.

Voting Yea: Becker, Taylor, Bostwick, Lippens, LeDuc

***MOTION CARRIED.***